

NOTICE

Security and Safeguards Division

May 1, 2002

Notice No. 0091

Requirements for Safeguards and Security Management Walk-Arounds

Purpose

This notice expands the requirements outlined in LIR 307-01-03.1, "Management Safety Walk-Arounds," to incorporate Safeguards and Security (S&S), establishes the content and frequency of S&S management walk-arounds (MWAs), and increases worker involvement in all MWAs.

Scope and Applicability

The scope of this Notice is identical to the scope of LIR 307-01-03.1, "Management Safety Walk-Arounds."

- The requirements contained in this Notice shall apply to all Laboratory managers and workers.
- Walk-arounds shall not be delegated.
- Walk-arounds shall focus upon performance of specific, limited safety or security activities.

Background

LIR 307-01-03 establishes MWAs as "cooperative, no-fault" tools to "identify specific safety deficiencies or workplace problems, as well as noteworthy practices." Walk-arounds, as a self-assessment tool, have been an important part of the philosophy of Integrated Safety Management (ISM) at the Laboratory.

The tools that LANL has successfully used for ISM can be adapted for Integrated Safeguards and Security Management (ISSM) as well. As the tools and requirements for safeguards and security evolve to more closely mirror their counterparts for safety, LANL comes closer to reaching its ultimate institutional goal of integrated management (IM).

The ISSM Project Plan supporting Appendix O of the joint UC-DOE Contract requires the Laboratory to establish the content and frequency of S&S MWAs and increase worker involvement in the MWA process.

Requirements

Division-, group-, and facility-level managers shall:

- Conduct a total of three MWAs (safety and/or security) per manager per quarter (preferably one per month). The balance between safety and security MWAs shall be determined by organizational needs.
- Seek the involvement of workers at various levels within their organization when conducting S&S and Safety MWAs.
- Perform S&S and Safety MWAs in accordance with LIR 307-01-03.1, "Management Safety Walk-Arounds."

Workers shall:

- Participate in Safety and S&S MWAs when requested.

References

LANL ISSM Project Plan, 12/13/01, <http://int.lanl.gov/security/issm/docs/project-plan-02.pdf>

LIR 307-01-03.1, "Management Safety Walk-Arounds," 3/9/98, http://labreq.lanl.gov/pdfs/ops/01_operations/lir3070103.pdf



The OICs for this Notice are S-2, Security Integration Group and AA-2, Internal Assessments; and the responsible Division Leaders are S-Division and Audits and Assessments. Direct any questions to Mike Irving (S-2), 5-7291 (irving@lanl.gov) or Jim Loud, (AA-2), (jloud@lanl.gov). This notice will remain in effect for 180 days or until the requirements are included in a revision to LIR 307-01-03.